



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel Operations

Transmittal Letter: PER-357

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SUBCHAPTER 3 FAM 4820 HONOR AWARDS

MAJOR CHANGES

1. 3 FAM 4828.1 has been changed to include the conferral of the Secretary's Career Achievement Award to **all** retiring career employees in the Department who, over a period of 25 years or more, have performed with dedication and distinction. Recipients will receive a medal set and a certificate signed by the Secretary. These changes were inadvertently omitted in the previous edition of this subchapter.

2. 3 FAM 4820 applies to Civil Service employees of the Department of State and to Foreign Service employees (including Foreign Service nationals) of State, USAID, and USIA.

3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old 3 FAM subchapter 4820, (TL:PER-339; 7-10-1997; 8 pages total) and replace it with the attached revised subchapter 4820.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-357, and initial.

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(PER/PE)